

## 2022 Digital SAT School Day with Essay Accountability Rules and Registration Process

Annually, New Hampshire students in grade 11 participate in the state-provided SAT (SAT School Day), as the general statewide assessment. Students are assessed in English language arts (ELA) and mathematics.

Students participate in the SAT School Day one time during high school. For the majority of students, the test is taken during their grade 11 school year, as well as some 12th graders who skipped grade 11. See Accountability Rules below.

Schools may choose to use any of the digital testing windows, as needed:

Dates	Digital SAT School Day with Essay
Primary Testing Window	March 23-25, 2022
Primary Testing Window	March 29-30, 2022
Makeup Window	April 13-15, 2022
Makeup Window	April 19-20, 2022

➤ Accommodated Testing Window: March 23-April 5, 2022

### Accountability Rules

For state and federal accountability purposes, a student is required to test based on the following:

- The student is in grade 11 for the majority of the school year.
- The student has not been previously included in the district's high school accountability data.
- The student "skipped" grade 11 and was in a lower grade the majority of last year (e.g. 9, 10) and are now in grade 12 this school year.

**Eligibility is not based on high school credits.** In i4see, the SAT Roster will list all eligible students. See instructions on how to view the SAT Roster on page 2.

**Note:** Students, under the age of 18, who are attending an alternative school day program (such as an adult high school) and are monitored by the school are **required** to take the SAT School Day and NH SAS science. For i4see reporting, these students are reported as enrollment status 8.

#### **Caveat to Consider**

A student who has been in the 11<sup>th</sup> grade for the majority of the school year is required to take the SAT School Day.

If a student has not been in 11th grade for the majority of the school year, they are not required to take the 2022 SAT School Day, but has the option to take the SAT in order to receive a college reportable score. \*\*Student will be required to take the SAT School Day the following school year, for accountability purposes.

## i4see SAT Registration Process

To ensure all eligible students are registered for the SAT, please review the following registration process:

1. Review SAT Roster
2. Action required for students taking the SAT School Day at an alternate test center/high school
3. Process for home schooled students
4. Process for students attending a private/nonpublic school (**parent paid tuition**)

### 1. Review SAT Roster

It is important to review the SAT roster to ensure eligible students are registered for the SAT School Day:

- Login to myNHDOE: <https://my.doe.nh.gov>
- Select the i4see icon
- Choose “Assessment Roster” from the ‘Students’ dropdown menu
- Select SAT Roster

The screenshot shows the i4see SAT Registration Process interface. The navigation menu at the top includes 'Home', 'Submission Status Calendar', 'WorkQueue', 'Upload Files', 'Students', 'Reporting', 'Admin', 'Schools', 'Help', and 'LogOut'. The 'Students' menu is open, showing options like 'Real Time Withdrawal/Entry', 'Request SASID', 'Update/View Student Info', 'Race Ethnicity Lookup', and 'Assessment Roster'. The 'Assessment Roster' option is highlighted. Below the menu, the 'View Assessment Roster' button is visible. The main content area displays a donut chart for the SAT roster with a value of 391. Below the chart are filters for 'Include OOD Schools' and 'Include Interim-Only Testers', a search bar, and buttons for 'Search SASID' and 'Refresh Display'. At the bottom, there are tabs for 'Roster' and 'Anomalies', and a table showing student data.

SASID	Last Name	First Name	Assessment ID	DOB	Grade	Grade Change	District	School	Out Of District	SAT	Eligibility	Test Center	IEP	LEP Status
1	****	****			11		Concord	Concord High School		✓	Student registered for SAT.	Concord High School		

- If a student is not in the SAT roster who you believe is eligible:
  - Review the “Anomalies” tab. A student may have been reported by another school in their Anytime of Year (AOY) submission. See example below:

The screenshot shows the 'Anomalies' tab in the i4see SAT Registration Process interface. The 'Anomalies' tab is selected, and a table shows student data with an anomaly.

Year	SASID	Last Name	First Name	Anomaly Status	Type	Description	Current Entry Date	Previous Entry Date	Current Grade	Previous Grade	Current Source	Previous Source	Current District	Current School	Previous District	Previous School	Last Checked
2022		Iname	fname		Enrollment	Taken by Merrimack Valley High School	10/18/2021	9/1/2021	12	12	AOY	BOY	Merrimack Valley	Merrimack Valley High School	Concord	Concord High School	12/6/2021



- If a student is not found under the Anomalies tab or in SAT Roster:
  - Include this student in an Anytime of Year (AOY) submission; **OR**,
  - If student is included in both a BOY and AOY submission, please submit a ticket to the [NHDOE Help Desk](#) for assistance with verifying student eligibility.

If a grade 11 student appears in the SAT roster, but has not been in 11<sup>th</sup> grade for the majority of the school year, schools may disregard the record and know that the student will be required to test next year (spring 2023) for accountability.

As long as the student has not been in grade 11 for the majority of the school year, the school district will not be held accountable to test these students. The *Grade Change* function located in the SAT roster will assist schools.

## Grade Change

In the SAT roster, the “Grade Change” column will show details of a grade change by clicking on the checkmark that applies to the student:

SASID	Last Name	First Name	Assessment ID	DOB	Grade	Grade Change ▲	District	School	Out Of District	SAT	Eligibility	Test Center	IEP	LEP Status
	Iname	fname			11		Virtual Learning Academy Charter School	Virtual Learning Academy (H)		✓	This Grade 11 student will be registered.	Virtual Learning Academy (H)		
	Iname	fname			11		Virtual Learning Academy Charter School	Virtual Learning Academy (H)		✓	This Grade 11 student will be registered.	Virtual Learning Academy (H)		

## 2. Action required for students to test at an alternate test center/high school


There are a few circumstances where students may take the SAT School Day at an alternate test center/high school:

- Virtual Learning Academy Charter School (VLACS) students may request to take the SAT School Day at their local high school. In most cases, the student will contact their local high school directly.
  - If the local high school is able to accommodate this request, the **VLACS i4see coordinator** will assign student to the appropriate test center/high school in the SAT roster.
- Students placed in an in-state/out-of-state nonpublic school (school district is financially responsible for student). A student may need to take the SAT School Day at their local high school instead of at their placement school.
  - Local high school will update the test center/high school in the SAT roster.

**NOTE:** Student will be included in the alternate test center/high school’s College Board TIDE platform for testing. Student test scores will go directly to VLACS.

Please follow the steps below to change a test center/high school:

- Login to myNHDOE: <https://my.doe.nh.gov>
- Select the i4see banner
- Go to “Students” tab -> “Assessment Roster”
- Select SAT Roster
- Scroll down to locate student and click on the pencil to change the test center/high school

Roster   Anomalies												
Previous Page		Next Page		Navigate to Page		1	of 6	Records per Page:		25		
SASID	Last Name	First Name	Assessment ID	DOB	Grade	Grade Change	District	School	Out Of District	SAT	Eligibility	Test Center ▲ IEP
13				03	12		Claremont	Stevens High School		✓	This Grade 12 student will be registered. Student was enrolled last year and not included in a prior year.	Stevens High School 

## Additional Information

- The digital SAT requires students to be pre-registered; therefore, **student walk-ins are not allowed on test day.**
- If a student is not listed in the SAT roster, they are not registered and will not be able to take the digital SAT School Day. Paper/pencil test booklets **will not** be available.

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- SAT Test Coordinators collaborate with their i4see coordinator to review the SAT Roster.
  - SAT Test Coordinators who would like access to view the SAT roster in i4see, please contact your i4see coordinator to request the Assessment Coordinator role.
  - NHDOE is responsible for sending a student registration file(s) to the College Board. The registration file is produced from the SAT roster in i4see.

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- Refer to the [NHDOE SAT webpage](#) for helpful resources, i.e., Key Dates for Spring 2022, Frequently Asked Questions, Digital Testing Resources
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Anytime a high school student changes a grade during the school year, this student must be withdrawn from the grade using a W1 code and re-entered into the new grade using an R1 code in the AOY. This is the **ONLY** way to know when a student moved to another grade during the school year. This process is done by the i4see coordinator.

### 3a. Home Schooled Students

Home schooled students may request to participate in the SAT School Day at their local high school. They are allowed to take the digital SAT School Day and must follow the same guidelines as described on page 1. Home schooled students **are not** included in school accountability.

If a high school is able to accommodate this request, please review the process to register a home schooled student for the SAT School Day:

- Home schooled students who wish to take the digital SAT must be assigned a SASID.
- Home schooled students should be included in an AOY submission with an enrollment status set to '4' indicating they are home schooled. Entry code may be E1.
- On the day of testing, home schooled students must provide the following information:
  - Proof of residency
  - Student identification
- Home schooled students may be sorted in the SAT Roster. See screenshot below:

SASID	Last Name	First Name	Assessment ID	DOB	Grade	Grade Change	District	School	Out Of District	SAT	Eligibility	Test Center	IEP	LEP Status	LEP First Year	Home School ▲
	Iname	fname			11		Manchester	Manchester Memorial High School		✓	This student is a home school student and will be registered.	Manchester Memorial High School				✓

### 3b. Private/Nonpublic Schools (parent-paid tuition)

Private/nonpublic schools may administer the digital SAT School Day to students attending their school. Private schools are responsible for registering their own students with the College Board directly. Private schools follow the same guidelines as public schools.

Questions relating to SAT School Day? Please submit a ticket to the [NHDOE Support Desk](#) or contact Michelle Gauthier at [Michelle.E.Gauthier@doe.nh.gov](mailto:Michelle.E.Gauthier@doe.nh.gov) or 603-271-3582.